

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>City of Cedar Rapids</u> PHA Code: <u>IA024</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2012</u>					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>1265</u>					
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
	PHA 1:				PH	HCV
	PHA 2:					
	PHA 3:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The PHA's mission is to provide safe, decent, and sanitary housing conditions for very low-income families and to manage resources efficiently. The PHA is to promote personal, economic, and social upward mobility to provide families the opportunity to make the transition from subsidized to non-subsidized housing.					
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.					
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (See attachment #1) (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. Office of City Clerk, 3851 River Ridge Dr. NE, Cedar Rapids, IA 52402 Cedar Rapids Public Library, Westdale Mall, 2600 Edgewood Rd. SW, Cedar Rapids, IA 52404 Cedar Rapids Housing Services, 1211 6 th St. SW, Cedar Rapids, IA 52404 http://cedar-rapids.org					
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable. n/a					
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. n/a					
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. n/a					
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. n/a					
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. n/a					

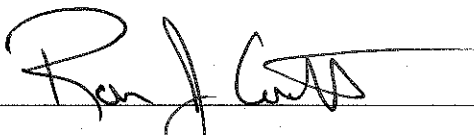
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>(See Attachment #2)</p>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>(See Attachment #3)</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <ol style="list-style-type: none"> 1. Ability to maintain SEMAP "High Performer" designation (period ending June 30, 2010); 2. Ability to serve a high number of families in the Family Self-Sufficiency Program (most households under contract for the period of July 1, 2009, through June 30, 2010, in the State of Iowa); 3. Ability to assist families make transition from HCV rent assistance to homeownership (2 families purchased homes in 2010); 4. Ability to sponsor or participate in landlord outreach programs, the last one was in March of 2010; 5. Ability to address applicant families (processed 653 applications January 1, 2010 and December 31, 2010); 6. (See Violence Against Women Act – VAWA attachment) <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <ol style="list-style-type: none"> 1. Changes to rent limits, admission policies, or organization of waiting list; 2. Any changes to the Administrative Plan except those mandated by HUD.
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ol style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) X (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements X (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)

Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

**Certification by State or Local Official of PHA Plans Consistency with the
Consolidated Plan**

I, Ron Corbett the Mayor certify that the Five Year and
Annual PHA Plan of the City of Cedar Rapids is consistent with the Consolidated Plan of
City of Cedar Rapids prepared pursuant to 24 CFR Part 91.


Signed / Dated by Appropriate State or Local Official

Civil Rights Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Civil Rights Certification**Annual Certification and Board Resolution**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:


The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

City Of Cedar Rapids

IA024

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)	
Name of Authorized Official Ron Corbett	Title Mayor
Signature 	Date 05/17/2012

**PHA Certifications of Compliance
with PHA Plans and Related
Regulations**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or ☒ Annual PHA Plan for the PHA fiscal year beginning 07/01/2012, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

PUBLIC NOTICE

SETTING PUBLIC REVIEW AND COMMENT PERIOD TO CONSIDER AMENDMENTS TO THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM PUBLIC HOUSING AGENCY (PHA) ANNUAL AND ADMINISTRATIVE PLANS FOR THE CITY OF CEDAR RAPIDS, IOWA

Notice is hereby given that proposed amendments to the PHA Annual and Administrative Plans, for the City of Cedar Rapids, Iowa Section 8 Housing Choice Voucher Program have been made available for public review and comment for a period of 45-days as required by the U.S. Department of Housing and Urban Development (HUD). The public review and comment period will be from January 30, 2012, to March 14, 2012. A copy of the proposed amendments is on file in the Office of the City Clerk, 3851 River Ridge Drive NE, Cedar Rapids, Iowa 52402, where it may be reviewed during normal business hours. Copies have also been submitted to the Cedar Rapids Public Library (Westdale Mall), and will be available for review at respective reference desks. In addition, copies are available for review in the City's Housing Services Office, 1211 6th Street SW, Cedar Rapids, Iowa 52404. All proposed Plan amendments will also be available for review on the City's website at www.cedar-rapids.org/housing.

Comments pertaining to said Plan amendments should be submitted in writing, as soon as possible during the review and comment period, to the attention of the City Clerk, 3851 River Ridge Drive NE, Cedar Rapids, Iowa 52402. In addition to the above stated opportunity for submission of written comment, a Public Hearing by the City Council of the City of Cedar Rapids, Iowa is tentatively scheduled for March 27, 2012 to received input from the public related to the proposed Plan amendments.

Consideration will be given to all comments received before final approval of the amendments to PHA Annual and Administrative Plans. A summary of response to comments received will be incorporated within respective documents submitted to HUD.

Amy Stevenson, City Clerk

Published in the Cedar Rapids Gazette on January 28, 2012.

RESOLUTION NO. 0392-03-12

RESOLUTION FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
PUBLIC HOUSING AGENCY (PHA) ANNUAL PLAN AND AMENDMENTS TO THE
PUBLIC HOUSING AGENCY (PHA) ADMINISTRATIVE PLAN AS REQUIRED BY
THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

WHEREAS, The Department of Housing and Urban Development (HUD) requires entities responsible for administering Section 8 Housing Choice Voucher Programs to submit an Annual Public Housing Agency (PHA) Plan; and

WHEREAS, additionally The Department of Housing and Urban Development (HUD) requires each entity to prepare an Administrative Plan that clearly outlines local policies and program regulations; and

WHEREAS, every year the PHA Administrative Plan, including the Family Self-Sufficiency Action Plan and the Homeownership Option Plan, are reviewed and amended as necessary to reflect changes in local policy and regulations; and

WHEREAS, the Public Housing Agency (PHA) Annual Plan and Administrative Plan have been made available for public review from January 30, 2012 through March 14, 2012; and

WHEREAS, copies of these documents have been at the City Clerk's Office, Cedar Rapids Public Library (Westdale Mall), and the City of Cedar Rapids Housing Services Office; and

WHEREAS, the City of Cedar Rapids City Council conducted a Public Hearing on March 27, 2012 to hear input from the public; and

WHEREAS, no objections were received during either the review / comment period or Public Hearing; now therefore,

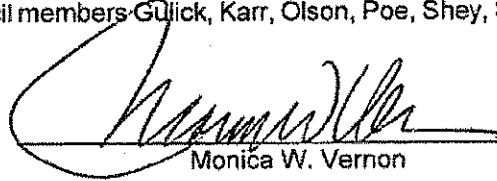
WHEREAS, the Public Housing Agency (PHA) Annual Plan is due to be submitted to The Department of Housing and Urban Development (HUD) by April 17, 2012; now therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CEDAR RAPIDS, IOWA that said the Public Housing Agency (PHA) Annual Plan and Administrative Plan are hereby adopted with final approval.

BE IT FURTHER RESOLVED that the Mayor of Cedar Rapids, Iowa is hereby authorized to execute with signature for submission to The Department of Housing and Urban Development (HUD) the Public Housing Agency (PHA) Annual Plan and Administrative Plan.

Passed this 27th day of March, 2012.

Voting: Council member Olson moved the adoption of the resolution; seconded by Council member Karr. Adopted, Ayes, Council members Gulick, Karr, Olson, Poe, Shey, Shields, Swore and Mayor Pro Tempore Vernon.



Mayor Pro Tempore

Monica W. Vernon

Attest:



City Clerk

Amy Stevenson

ATTACHMENT #1

Annual Plan (Policy Changes)

1. **Chapter 3 – Live In Aide** - Removed first sentence and added “The PHA will encourage the family to make its request in writing using the reasonable accommodation request form”. Removed “case worker” and add “medical social worker” from 2nd sentence. Removed “written” from the last sentence.
2. **Chapter 3 – Eligibility** - Added “currently” and “or if the debt is barred by statute of limitations” to 1st paragraph regarding debts owed to PHA. Added “...that is not barred by statute of limitations prior to being selected from the waiting list” to paragraph concerning reimbursed amounts to PHA. Added “...that is not barred by statute of limitations prior to being selected from the waiting list” to paragraph concerning repayment agreements.
3. **Chapter 9- Separate Non-Lease Agreements between Owner and Tenant** – Added “this includes detached garages” to the end of 1st paragraph under PHA Policy. The PHA must pre-approve the charges.
4. **Chapter 9 - Separate Non-Lease Agreements between Owner and Tenant** - Added “The owner/tenant will need to provide a copy of the signed separate agreement stating what the charges are for and how much per month” to the end of the 3rd paragraph under PHA Policy.
5. **Chapter 8 – Physical Standards** – Replaced the word “Attachment” with “Exhibit” 8-1 in the statements regarding summary of HUD performance criteria and tenant preferences. The word Exhibit is the actual name of the referenced document.
6. **Chapter 8 – Additional Local Requirements** – Moved the “Thermal Environment” section to page 8-7 under “Heating & Water Heating System Safety.”
7. **Chapter 8 – Clarification of HUD Requirements** –Added the word “reasonable” to the sentence “Windows must be weather-stripped as needed to ensure a reasonable weather-tight seal.” Also added the word “glass” to the following paragraph for clarification:

Combination windows inside all habitable rooms, kitchens and bathrooms must have the appropriate screen and window glass inserts in place. Inoperable or fixed windows do not require combination windows or screens. Expandable screens are now prohibited. Screens and window glass inserts can be removed if a window air conditioner is in place. All window glass is to be maintained without open cracks or holes which can admit wind and moisture.
8. **Chapter 8 – Clarification of HUD Requirements** – Added “ or closet” to “All interior doors must have no holes, have all trim intact, and be openable from the inside of any room or closet.”

9. **Chapter 8 – Smoke Detectors** - Ensured that the language and policy changes regarding smoke detector accurately reflect policy changes that were approved by through resolution City Council on August 23, 2011:

b) A smoke detector must be located in each bedroom and in each room used for sleeping purposes. A smoke detector must also be installed within 15 feet outside of bedrooms or rooms used for sleeping. A smoke detector must also be located on each habitable level of the unit, including basements. If a smoke detector in any required location of the unit is missing or in disrepair, the owner / tenant will be notified and the defective or missing detector must be operable within 24 hours. This language has already been approved by City Council.

10. **Chapter 8 – Heating & Water Heating System Safety** - Changed the language from “look for” to “visually inspect” in the following sentence:

If there is access to the unit / building heating or water heating system, the inspector will ~~look for~~ visually inspect for unsafe conditions to include: lack of heat, gas or exhaust leaks, unvented fuel burning devices and faulty or missing heating system components.

11. **Chapter 8 – Interior Air Quality** - Changed the word “will” to “may” to the following sentence:

The Linn County Public Health Department and medical professionals ~~will~~ may be used as resources to determine if the occupant’s health is being threatened by air pollutants for violations related to mold or other pollutants.

12. **Chapter 8 - Owner & Family Inspection Attendance** – Under PHA Policy, added (over the age of 18) the following “ The PHA will conduct the inspection if one of the following is present: an adult family member; family representative (over the age of 18); owner; or the owner’s representative.”

13. **Chapter 8 -Annual HQS Inspections** – Under PHA Policy, removed the words “owner” in the following section below. The voucher specifically states that it is the tenant’s responsibility to make the unit available for inspection.

If an ~~owner~~, family; or their representatives cannot be present on the scheduled date, the owner, family or their representatives should request that the PHA reschedule the inspection. The PHA and ~~owner~~, family, or their representatives will agree on a new inspection date.

If the ~~owner~~, family or their representatives miss the first scheduled appointment without requesting a new inspection date, the PHA will automatically schedule a second inspection. If the ~~owner~~, family; or their representatives miss two scheduled inspections without PHA approval, this may result in termination of the

Housing Assistance Payments Contract and/or the termination of the family's assistance.

14. **Chapter 8 - Special Inspections** - Grammatical changes were made to the following statement to provide clarification:

With appropriate notice to the tenant, the PHA and or authorized agent may conduct a special inspection to verify potential program violations. This can include occupancy checks, utility shut offs or necessary repairs. Grammatical changes in this were made for clarification.

15. **Chapter 8 - Notification of Corrective Actions** - Revised the statement and added "failed" to the following sentence:

The owner and the family will be notified in writing of the results of all failed inspections. When an inspection identifies HQS failures, the PHA will determine (1) whether or not the failure is a life threatening condition and (2) whether the family or owner is responsible.

16. **Chapter 8 - Annual & Complaint Re-Inspections** - Revised the PHA Policy to give both families and owners the option to waive the signing of the repair verification. Either party can then request that an inspector conducts an onsite inspection of repairs. This change applies to Annual and Complaint Inspections.

Re-inspections will not be required for annual or complaint inspections. Owners and families will be required to verify that HQS deficiencies and repairs were completed, in writing, to the PHA. The PHA reserves the right to re-inspect HQS deficiencies, if the required written verifications are not submitted within the documented timelines or if the required written verifications are not submitted within the documented timelines or if the repairs are considered to be life or health threatening. The PHA also reserves the right to randomly monitor these inspections to ensure quality control. The tenant or owner can waive the signing of the repair verification and request that the inspector come out to re-inspect all repairs. If the PHA does not receive written verification from the owner and tenant at the end of the corrective action time line, the owner may be sent a notice of rent abatement and / or contract termination. The family may receive a notice of termination, if the family caused HQS violations in accordance with the Family Obligations and PHA policies.

17. **Chapter 8 - HAP Abatement** – Deleted "The PHA will inspect abated units within 5 business days of the owner's notification that the work has been completed." Payment will resume effective on the day the unit passes inspection."
18. **Chapter 10 – Moving with Continued Assistance** – Added "Note: refer to page 10-6 regarding moving in 1st year of the lease" to the right of PHA Policy. Added "Notices

must be from the 1st of the month to the end of the month” to the 3rd bullet, last separate sentence under PHA Policy.

19. **Chapter 11 – Effective Dates (Interims)** - Changed the Family Change of Information form return date from the 15th of the month to the 10th. Updated exhibit 12-1 at the end of the Admin Plan to reflect tenant obligations and PHA policies.
20. **Chapter 13 – Owner Actions That May Result in Disapproval of a Tenancy Request** — Changed 7th paragraph to “A landlord with a unit located in Cedar Rapids that does not have a current Certificate of Compliance and licensed with Code Enforcement; or.”
21. **Chapter - Family Self-Sufficiency** – Entire document: Changed to Times New Roman 12 to mirror PHA admin font. Added footer to include File name, Page number, and Admin Plan date. Made grammatical changes throughout document and corrected misspelled words to make more readable.
22. **Chapter - Family Self-Sufficiency Purpose of the FSS Program** - Removed quotation marks.
23. **Chapter - Family Self-Sufficiency - Purpose of the FSS Program PCC Membership** - Underlined each Agency’s Name. Added two new Agencies and program descriptions: Horizons & ISU Extension
24. **Chapter - Family Self-Sufficiency - Escrow Account Interim Disbursement** - Further clarified PHA Policy regarding utilization of Interim Escrow request and disbursement procedures. Interim requests shall not exceed 50% of their escrow balance per request. Other community resources will be considered prior to approval. Interim Escrow requests will not be utilized to pay rent or utilities. Interim Escrow requests will also not be utilized to purchase new or used cars. However, Interim Escrow requests may be utilized for a down payment on a new or used car as long as the participant can demonstrate their means to pay off the difference, such as car loan or funds from a tax return. Interim Escrow requests will not be utilized to repay promissory notes for monies owed to the PHA. Made additional changes in that the interim disbursement will be paid directly to the Vendor unless otherwise determined by the PHA.
25. **Chapter - Family Self-Sufficiency - Consequences of noncompliance with FSS Contract** - FSS CFR states a participant’s Section 8 assistance may be terminated for non-compliance with their Family Self-Sufficiency Contract of Participation (CoP). Clarified PHA Policy that a Family’s Section 8 assistance will not be terminated for non-compliance with their FSS CoP. This is to encourage family participation in the FSS program without fear or penalty for attempting to achieve family goals.
26. **Chapter - Family Self-Sufficiency - Program Re-Enrollment** - Established PHA Policy under which previous participants can re-enroll in the FSS program. Participants who fail to complete their FSS Contract of Participation may be eligible to re-enroll one year after their contract ended. However, participants who successfully complete their

FSS Contract of Participation and collect their escrow balance are not eligible for program re-enrollment.

Additional Changes made as a result of regulatory or legislative action:

1. **Chapter 4 - Local Preference** - Clarified PHA Policy in that eligibility for the residency preference will be determined when a family's name comes to the top of the Section 8 waiting list. Delete "at time of application and" on #4 and #6 under PHA Policy. The changes will meet HUD regulatory requirements for selecting applicants from the waiting list.
2. **Chapter 8 -- Move Out Inspection** - Removed "and / or mandate that the tenant pay off the monetary judgment" from the statement below. The option allowing the PHA to enforce court mediated payment plans on monetary judgments is updated to reflect current HUD regulations. The PHA may only rescind the tenant's voucher or terminate a tenant's participation in the Section 8 Housing Choice Voucher for violations within the scope of the PHA's policies and regulations. The PHA Policy:

If the tenant remains an active participant on the Leased Housing Program, the Leased Housing Office may rescind the tenant's voucher and/ or terminate the tenant's participation in the program, ~~and / or mandate that the tenant pay off the monetary judgment.~~
3. **Chapter 12 - Insufficient Funding** - Delete inform and added "need approval from" to the 2nd paragraph. Added "All current families that could be affected will be informed in writing of our application to HUD for insufficient funds" 4th paragraph. Added "Current participants submitting a notice to move and are denied due to insufficient funds will be open for consideration for 30 days. If funding does become available they will be notified in writing that the funding is now available" to the last paragraph under PHA Policy.
4. **Chapter - Family Self-Sufficiency - FSS Program Portability** - Revised the section to mirror the Federal Regulations rules on FSS Portability. Removed the following statement "May terminate the FSS family Section 8 assistance on the ground that the family failed to meet its obligation under the contract of participation."

ATTACHMENT #2

Housing Needs of Families in the Jurisdiction

Waiting List:

- The Section 8 waiting list was closed on October 28, 2011 for an indefinite period of time. The waiting period had reached 4 to 7 years and there were more families on the list than could be assisted in the near future.
- As of December 30, 2011, there were 3,613 families on the Section 8 HCV waiting list. The number of families on the list has increased by 8%, or 313, since July 1, 2011.
- Of the total number of families on the list, 88.2% or 3,186, are equal to or less than 30% of the Median Family Income (MFI). Note –96.2% of all families are at or below 50% of the MFI.

Program Participation:

- As of December 31, 2011, there are 1,053 active participants (non VMS certified) on the program. The number of families on the program has decreased by 3%, or 36, since July 1, 2011.
- Of the total number of families on the program, 85%, or 893, were at or below 30% of the Median Family Income (MFI) at admissions. Note – 98% of all families were at or below 50% of the MFI at admissions.

The City of Cedar Rapids has an increasing need for affordable housing solutions. The data would seem to support the families at 50% or below the MFI have the greatest housing needs.

Housing Needs of Families on the Waiting List	
Waiting list type:	
Section 8 tenant-based assistance	

	# of families	% of total families	Annual Turnover
Waiting list total	3,613		Approx. 18%
Extremely low income <= 30 MFI	3,186	88.18.6%	
Very low income (>30% but <=50% MFI)	288	7.97%	
Low income (>50% but <80% MFI)	15	<1%	
Families with children	1822	50.4%	
Elderly families	155	4.3%	
Families with Disabilities	1357	37.6%	

ATTACHMENT #3

1. The PHA will maximize the number of families assisted with available resources by:
 - a. Streamlining processes so delivery of service is more efficient, yet maintaining high quality customer service;
 - b. Lease up units within funding limits;
 - c. Review annually payment standards / market conditions.
2. The PHA will continue to counsel program participants as to the location of units outside of areas of poverty or minority concentration. The PHA will also assist in finding these units.
3. The PHA will continue to partner with community organizations to increase the knowledge of community resources available to participants.
4. The PHA will continue to participate in and / or organize outreach programs for potential landlords and participants.
5. The PHA will work to increase the number of families working toward self-sufficiency, which may include homeownership.

VIOLENCE AGAINST WOMEN ACT (VAWA) ATTACHMENT:

Annual Plan:

- The PHA recognizes the value of the local provider of support services to families and victims of domestic violence, dating violence, and stalking.
- The PHA refers individuals and families to the local provider.
- The local provider offers the following services: crises and support line, refer safe housing/shelter options, advocacy, counseling, youth and family advocacy, teen advocacy, support groups, information and referral, and rural outreach and support.



Independent Accountant's Report

To the Honorable Mayor and
Members of the City Council
City of Cedar Rapids, Iowa
Cedar Rapids, Iowa

We have performed the procedures enumerated below, which were agreed to by the Members of the City Council and management of the City of Cedar Rapids, Iowa, solely to assist the users in evaluating management's assertion about the City of Cedar Rapids, Iowa's compliance with required electronic reporting of annual financial statements data for HUD supported multifamily housing projects for the year ended June 30, 2011. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The following procedures were performed:

We audited the basic financial statements of the City of Cedar Rapids, Iowa. We compared and agreed the information contained in the Financial Data Schedule Electronic Submission to the U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC) to the audited financial statements of the City of Cedar Rapids, Iowa Leased Housing Special Revenue Fund, a nonmajor fund of the aggregate remaining fund information of the City of Cedar Rapids, Iowa.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertion. Accordingly, we do not express such an opinion. Had we performed additional procedures, matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Members of the City Council, management, and the U.S. Department of Housing and Urban Development and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

McGladrey & Pullen, LLP

Davenport, Iowa
March 5, 2012



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

KANSAS/MISSOURI STATE OFFICE
Gateway Tower II, Room 200
400 State Avenue
Kansas City, KS 66101-2406
HUD Home Page: www.hud.gov

October 17, 2011

Mr. Vern Zakostelecky
Executive Director
Housing Authority of the
City of Cedar Rapids
1211 Sixth St. SW
Cedar Rapids, IA 52404-5836



Dear Mr. Zakostelecky:

Thank you for completing your Section 8 Management Assessment Program (SEMAP) certification for the Housing Authority of the City of Cedar Rapids. We appreciate your time and attention to the SEMAP assessment process. SEMAP enables the Department of Housing and Urban Development to better manage the Section 8 tenant-based program by identifying Public Housing Agency's (PHA) capabilities and deficiencies related to the administration of the Section 8 program. As a result, the Department of Housing and Urban Development will be able to provide more effective program assistance to PHAs.

The Housing Authority's final SEMAP score for the fiscal year ended June 30, 2011, is **100 percent**. The following are your scores on each indicator:

Indicator #	Indicator	Points
1	Selection from Waiting List	15
2	Reasonable Rent	20
3	Determination of Adjusted Income	20
4	Utility Allowance Schedule	5
5	HQS Quality Control	5
6	HQS Enforcement	10
7	Expanding Housing Opportunities	5
8	Payment Standards	5
9	Timely Annual Reexaminations	10
10	Correct Tenant Rent Calculations	5
11	Pre-Contract HQS Inspections	5
12	Annual HQS Inspections	10
13	Lease-Up	20
14	Family Self-Sufficiency	10
15	Deconcentration Bonus	0
TOTAL SCORE		100%

Your overall performance rating is **High**.

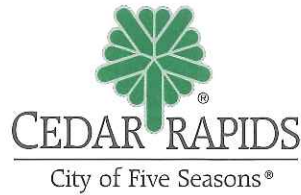
If you have any questions regarding the above, please do not hesitate to contact Craig Vandervort, Public Housing Revitalization Specialist at (913) 551-6556.

Thank you for your cooperation with the SEMAP process.

Sincerely,

A handwritten signature in cursive script that reads "Karen Schleper".

for Frances M. Cleary
Director
Office of Public Housing



January 31, 2012

The Section 8 Housing Choice Voucher Program Resident Advisory Board met on January 31, 2012. All Board members were present. The PHA 5-Year and Annual Plan, along with the changes to the Administrative Plan, were presented and discussed. Board members had no comments on the proposed changes to either plan.

A handwritten signature in black ink that reads "Amanda Rabey".

Amanda Rabey
Customer Service Representative
Community Development Department
Housing Services
1211 6th St SW
Cedar Rapids, IA 52404

Community Development Department
Housing Services

1211 Sixth Street S.W. • Cedar Rapids, Iowa 52404 • (319) 286-5872 • FAX (319) 286-5870 • www.cedar-rapids.org